



SCHOOL OF MUSIC

RECORDING STUDIO OPERATIONS, MUSI 2235, 2 CREDITS, IN PERSON

MW 10AM-10:50AM, MUEB 258 (RECORDING STUDIO)

COURSE SYLLABUS: Fall 2023

INSTRUCTOR INFORMATION

Instructor: Vicente Barrera

Office Location: MUEB 222

Office Hours: MW 2-3 PM

Office Phone: 361-593-4706

University Email Address: vicente.barrera@tamuk.edu

Preferred Form of Communication: Email

COURSE DESCRIPTION

A course designed to provide students with knowledge of organizing and planning recordings sessions both in and out of the studio environment. Topics covered include business basics, documenting the session, and an in-depth exploration of the tools and technology associated with the recording process including signal flow, analog and digital theory, signal processing, and recording systems.

COURSE INFORMATION

Textbook(s) Required: None

Textbooks(s) Recommended:

- The Mixing Engineer's Handbook: 5th Edition Kindle Edition by Bobby Owsinski
ISBN-13: 978-1946837127
ISBN-10: 1946837121
- The Recording Engineer's Handbook 5th Edition Kindle Edition
ISBN-13: 978-1946837189
ISBN-10: 1946837180

Technology Requirement(s):

- Pro Tools Intro (Pro Tools Studio Subscription Recommended)
- Headphones (Non-Bluetooth)
 - Sennheiser HD 280 Pro
 - Sony MDR-7506
- Flash drive or SSD Drive (Recommended)

STUDENT LEARNER OUTCOMES

Upon completion of course, students will be able to:

1. Understand the various roles of recording studio personnel
2. Interpret a clients needs and prepare studio before recording session

The syllabus and schedule are subject to change.

3. Provide booking and scheduling services for the recording studio
4. Plan, facilitate, and document a recording session for a client.

MARKETABLE SKILLS

Students will gain real world usable skills in order to provide recording studio services to clients by scheduling, booking, and preparing recording studio with description of clients needs

COURSE ASSIGNMENTS & ASSESSMENT

Course assignments will consist of hands-on experience in a professional recording studio setting. Students will be assessed primarily on participation and quality of work. The course will also consist of field experience hours in which a student will be assigned to shadow and assist on scheduled recordings sessions and live events throughout the semester to gain professional experience. Field experience hours will be posted on the second week of class in order to determine the amount of field experience hours available during the semester. Field experience hours are also graded based on the minimum hours required for the student to receive 100% credit. Minimum student requirement of field experience hours will be posted when the field experience schedule is posted. Students can still participate in field experience hours after they received the minimum required hours of field experience. For music majors, students who's field experience hours are during recitals can still receive recital credit.

GRADING

Final grades in this course will be based in the following manner:

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or Below

Weighted Grading Structure:

Attendance:	30
Participation:	20
Field Experience Hours:	20
Assignments:	10
Recording Studio Management:	20
Total:	100%

COURSE SCHEDULE

DISCLAIMER – Course schedule subject to change.

Week	Topics and Chapters	Assignments
Week 1 – Introduction		
Monday, August 21, 2023	Introduction to class and Recording Studio	Create a LinkedIn account and submit link to Blackboard
Wednesday, August 23, 2023	Job roles in a recording studio/Management	

The syllabus and schedule are subject to change.

Week	Topics and Chapters	Assignments
Week 2 – Job Roles		
Monday, August 28, 2023	Maintenance Engineer/Assistant Engineer	
Wednesday, August 30, 2023	Studio Musicians/Producers/Arrangers	
Week 3 – Job Roles (Cont.)		
Monday, September 4, 2023	Labor Day Holiday	
Wednesday, September 6, 2023	Bookings/Administration/Budget	
Week 4 – The Recording Studio		
Monday, September 11, 2023	Recording Studio Layout	
Wednesday, September 13, 2023	Equipment Requirements of a Recording Studio	
Week 5 – The Recording Studio (Cont.)		
Monday, September 18, 2023	Recording Studio Signal Flow	
Wednesday, September 20, 2023	Recording Studio Setup/Maintenance/Storage	
Week 6 – Inventory		
Monday, September 25, 2023	Studio Inventory	Create an inventory sheet and submit it to Blackboard
Wednesday, September 27, 2023	Studio Inventory	
Week 7 – Documentation		
Monday, October 2, 2023	Preparing for a recording session/layout and documentation	Create a layout for a session and submit it to Blackboard
Wednesday, October 4, 2023	Session Documentation	
Week 8 – Setting Up A Session		
Monday, October 9, 2023	Setting up Live Room/Control Room	
Wednesday, October 11, 2023	Setting up Live Room/Control Room	
9		
Monday, October 16, 2023	Resetting Studio	
Wednesday, October 18, 2023	Resetting Studio	
10		
Monday, October 23, 2023	Booking Clients/Website/Scheduling	
Wednesday, October 25, 2023	A music label?	
11		
Monday, October 30, 2023	Bring in the talent/Manage the studio	Get in contact with clients (Audio Recording I Students)
Wednesday, November 1, 2023	Manage the studio	
12		
Monday, November 6, 2023	Manage the studio	Turn in weekly documentation to Blackboard
Wednesday, November 8, 2023	Manage the studio	
13		
Monday, November 13, 2023	Manage the studio	Turn in weekly documentation to Blackboard
Wednesday, November 15, 2023	Manage the studio	

Week	Topics and Chapters	Assignments
14		
Monday, November 20, 2023	Manage the studio	Turn in weekly documentation to Blackboard
Wednesday, November 22, 2023	Manage the studio	
15		
Monday, November 27, 2023	Manage the studio	Turn in weekly documentation to Blackboard
Wednesday, November 29, 2023	Manage the studio	
TBD	Final	Evaluation of services provided to clients.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

INSTRUCTOR'S POLICIES

Attendance

Due to the nature of the hands-on lessons, no unexcused absences are allowed. Attendance is graded on a daily average. A student is given 100% on an attended day and a 0% for an unexcused absence. If a student is more than 10 minutes late without prior communication will result in a 70% for that day.

Late/Missing Work/Extra Credit

Assignments are to be turned in no later on the Sunday, following the week the assignment was assigned, by 11:59 PM. Assignments turned in after that date will receive a 70 if turned in within the following week. Work turned in by the second week will not be accepted.

UNIVERSITY POLICIES

Six Drop Policy

The following provision does not apply to students with Texas public college or university credits prior to Fall 2007. The Texas Senate Bill 1231 specifies the number of course drops allowed to a student without penalty. After a student has dropped six courses, a grade of QF will normally be recorded for each subsequent drop. Additional information on Senate Bill 1231 is available at the Registrar's Office at (361) 593-2811 and at [Academic Procedure: Drop Policy](#).

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disability. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) as early as possible in the term at (361) 593-2904. DRC is located in the Life Service and Wellness building at 1210 Retama Drive.

Classroom Conduct Expectations

Students are referred to the *Student Code of Conduct* section of the [Student Handbook](#). Students are expected to assume individual responsibility for maintaining a productive learning environment and conduct themselves with the highest regard for response and consideration of others. Ongoing or single behaviors considered distracting will be addressed by the faculty member initially, but if the behavior

The syllabus and schedule are subject to change.

becomes excessive and the student refuses to respond to the faculty member's efforts, the issue will be referred to the Dean of Students. In the case of serious disruptive behavior in a classroom, the instructor will first request compliance from the student and if the student fails to comply, the instructor has the authority to ask the student to leave the classroom. The student is expected to comply with the instructor's request and may subsequently contest this action using procedures established by the department. If the student fails to leave after being directed to do so, assistance may be obtained from other university personnel, including the University Police Department. The incident shall be handled as an academic misconduct matter using established departmental procedures for academic misconduct to determine if the student should be allowed to return to the classroom.

Academic Misconduct

Students are expected to adhere to the highest academic standards of behavior and personal conduct in this course and all other courses. Students who engage in academic misconduct are subject to University disciplinary procedures. Students are expected to be familiar with the current Student Handbook, especially the section on academic misconduct, which discusses conduct expectations and academic dishonesty rules. Academic dishonesty includes but is not limited to:

1. Cheating: deception in which the student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the professor on assignments or examinations.
2. Aid of academic dishonesty: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation, and/or paraphrase of someone else's work, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the internet and submitting them as one's own work also constitutes plagiarism. Please be aware that the University subscribes to the Turnitin plagiarism detection service. Your paper may be submitted to this service at the discretion of the instructor.
5. Lying: deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
6. Bribery: providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
7. Threat: an attempt to intimidate a student, staff or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code violation.

Other forms of academic misconduct included but are not limited to:

1. Failure to follow published departmental guidelines, professor's syllabi, and other posted academic policies in place for the orderly and efficient instruction of classes, including laboratories, and use of academic resource or equipment.
2. Unauthorized possession of examinations, reserved library materials, laboratory materials or other course related materials.
3. Failure to follow the instructor or proctor's test-taking instructions, including but not limited to not setting aside notes, books or study guides while the test is in progress, failing to sit in designated locations and/or leaving the classroom/test site without permission during a test.
4. Prevention of the convening, continuation or orderly conduct of any class, lab or class activity. Engaging in conduct that interferes with or disrupts university teaching, research or class activities such as making loud and distracting noises, repeatedly answering cell phones/text messaging or allowing pagers to beep, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly leaving and entering the classroom or test site

without authorization, and making physical threats or verbal insults to the faculty member, or other students and staff.

5. Falsification of student transcript or other academic records; or unauthorized access to academic computer records.
6. Nondisclosure or misrepresentation in filling out applications of other university records.
7. Any action which may be deemed as unprofessional or inappropriate in the professional community of the discipline being studied.

Harassment/Discrimination

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, gender, gender identify or sexual orientation (or any other illegal basis) and will investigate all complaints that indicate sexual harassment, harassment, or discrimination may have occurred. Sexual harassment and sexual assault are types of sex discrimination. Such sexual misconduct is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes he/she has been the victim of sexual harassment or unlawful discrimination may pursue either the informal or the formal complaint resolution procedure. A complaint may be initially made to the Office of Compliance at (361) 593-4758, complainant's immediate supervisor, a department head, a supervisory employee, or the Dean of Students at (361) 593-3606 or the Office of Compliance at (361) 593-4758. Regardless of who the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.

Pregnant Students

Any pregnant students, or student planning on becoming pregnant, should consult their health care provider to determine what, if any, additional precautions are needed, based on their individual situation. It is the responsibility of the student to communicate their needs to the faculty member or Office of Compliance as soon as possible in order for risk-reduction to being when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify it that she is pregnant or is planning to become pregnant, the university strongly recommends that students do provide notification, so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact Joe T. Henderson, Chief Ethics & Compliance Officer at joe.henderson@tamuk.edu or (361) 593-4758.